

State of Connecticut GENERAL ASSEMBLY



COMMISSION ON CHILDREN

Job Opening - Public Information Officer/Webmaster

The Connecticut Commission on Children announces a job opening for a Public Information Officer/Webmaster to inform the public on children's issues through excellent strategic communications. The position is full time and will begin in late September.

The Public Information Officer/Webmaster will inform the public, through print, electronic media and website of child and family policy issues. Information will go to policy leaders on the state and local level, parents, youth, professionals and the public at large.

He/She will work with a team addressing child policy and family strength. Topic areas will include school readiness, anti-bullying, youth leadership, after school, primary prevention, immunizations, parent engagement, child obesity, early reading success and the achievement gap.

Job Responsibilities:

- The Commission on Children website design and regular updates;
- Public information strategy and implementation plans;
- Press releases on child policy and child research issues;
- Succinct briefing papers and newsletters on various policy topics; and
- Oversight of booklet distribution for families on children's issues.

Skills, Qualities and Experience:

- Strategic planning in communications - A minimum of five years work experience;
- Excellent writing skills - A minimum of five years work experience;
- Website design and detailed input - A minimum of three years designing websites;
- Teamwork with professionals on shared goals and work plans;
- Experience with children and youth programs and policies; and
- Committed worker with adherence to quality, accountability and optimal performance.

The Commission on Children is a state agency mandated to address the needs of children, prenatal through age twenty-one. Lauded as one of the most successful state agencies in the nation to bolster good child outcomes, the Commission on Children facilitates policy design, program innovations and public engagement for children's optimal health, safety and learning.

Through its statutory mandates, the Commission:

- Provides information and conducts research regarding the status of children and children's programs in the state;
- Enlists the support of the leaders of business, health, and education communities, state and local governments and the media to improve services and policies for children; and
- Reviews coordination and assesses programs and practices in all state agencies as they affect children.

Application Process

The salary is competitive with a comprehensive benefit package. The Commission on Children is an equal opportunity employer. Applications must be received by Tuesday, September 6, 2005.

Send a resume, three references and two writing samples, two websites designs to: Rachel Levy, Commission on Children, 18-20 Trinity Street, Hartford, CT 06106.